

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

December 13, 2006

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TITLE:	Regional Manager
POSITION NO:	14188
LOCATION:	Disabilities Services Division, Missoula
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	17
STARTING SALARY:	\$40,321 annually is entry-level salary
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, December 28, 2006**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A resume is required at time of application. Job description available by calling (406)444-3136.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: Under general supervision and discretion the Regional Manager represents the Developmental Disabilities Program (DDP) and manages services within Region 5 for individuals with developmental disabilities to ensure the health, safety, welfare and appropriate treatment of individuals receiving services funded through DDP; interprets and manages the implementation of state and federal laws, policies, procedures and requirements; participates in budget management activities; interacts and negotiates with community service providers and other entities in the DDP Service Delivery System in Montana.

KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledges: Knowledge of current treatment and habilitation services for individuals with developmental disabilities; basic principals of applied behavior analysis; administrative practices, work planning and time management; cost allocation, budgeting, contracting processes and procedures.

Skills: Management and financial resource skills; develop and monitor individualized budgets and contracts; produce, analyze and interpret financial reports utilizing Excel and other financial report packages.

Abilities: Ability to lead and motivate personnel; delegate work assignments; resolve conflict situations within a stressful environment; monitor and evaluate work performance; plan and implement program goals; establish and maintain effective working relationships with peers, other program and agency personnel, professional, legislators and the public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Business, Public Administration, Human Services, Psychology, Social work or related Human Service field **AND** five years of related work experience preferably in the area of developmental disabilities. Supervision, budget development, fiscal management, accounting or financial reporting is also preferred. Master's degree in Business, Accounting or Finance is preferred. Equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604;**
4. Resume is due at time of application.
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Regional Manager

Position: #14188

Location: Disabilities Services Division, Missoula

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe any supervisory or management experience.
2. Please describe any experience in development and monitoring of budgets including fiscal management and financial reporting.